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# ZOOM QUICK START GUIDE

## BODY BRAVE

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Overview: Zoom is a real-time web conferencing application much like Skype. Zoom can be downloaded and installed easily, and is available on Windows, PC, iOS, Android and Blackberry devices. This rest of this guide help will get you started using Zoom.

## Download & Install Zoom

Click the appropriate link to download Zoom on your device.

- Windows & Mac : <http://zoom.us/download> (download the Zoom Client for Meetings)
- iOS: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

## Join a Meeting

### Join Using a Link

You will be sent a link to join a Zoom meeting.

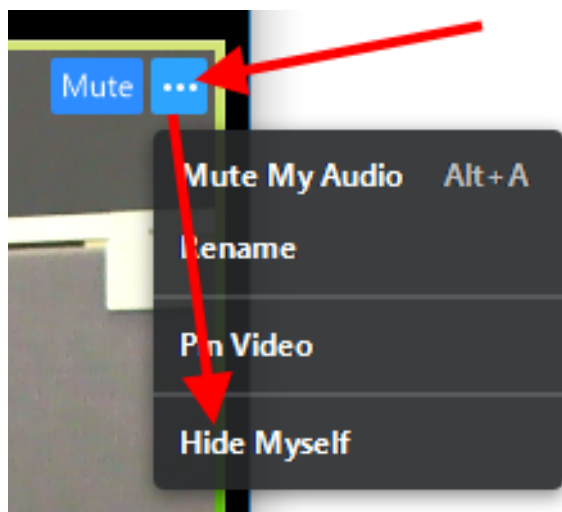
1. Just click the link or copy and paste this link into your browser.
2. Follow the on-screen instructions to join the meeting.

### Option 2:

1. Copy the link
2. Open the Zoom Application
3. Click the blue Join a Meeting button
4. Paste the zoom link into the box
5. Click Join

## Quick Tips for Using Zoom

- If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.
- Only 1 microphone and speaker system should be active per physical location. Otherwise the 2 systems may cause a loud screeching sound.
- **Be sure to mute yourself when you are not speaking.**
- Use the Chat feature to ask questions or make comments
- You cannot record unless you are the meeting host, or the meeting host allows you to



If you would prefer not to see yourself on camera during a session, you can hide yourself. (This will not hide your video feed for other participants.)

To hide yourself, click anywhere on your video window (the one showing yourself), and then click on the three dots that appear in the upper right hand corner. Select "Hide Myself" from the menu that appears.

1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage or view a list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

